



Location: Hall Park Academy, Mansfield Road, Eastwood, Nottingham NG16 3EA

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

Hours of work: 37 hours per week, term time + 1 week

Responsible to: Office Manager

Post objective: To provide an effective Print, Design and Communications service to the Academy.

Main Duties and Responsibilities:

- To prepare and oversee work for reproduction, i.e. word processing, DTP pasting up, designing, colour work including brochures, certificates, letters to students, newsletters, school calendar, exam papers and timetables, work sheets and other similar items.
- To produce Academy publications and brochures using appropriate IT packages and using agreed house styles.
- To word process and produce posters, programmes and tickets for specific events.
- To be responsible for the upkeep of the photocopiers and print machines and arrange regular services of all reprographics and related equipment. To report any necessary chargeable reports/replacements to the Operations Manager and arrange for service engineers to undertake repairs.
- To undertake all work in the most cost-effective way.
- To manage the Reprographics and printing budget, order appropriate supplies and keep reprographics departmental accounts
- To calculate and provide customers with quotes for both internal and external publicity/promotions.
- To oversee and ensure the quality of documentation being produced at the academy that meets house style and standards.
- To provide a binding and laminating service.
- To undertake the provision of audio/visual recordings as requested.
- To file original materials when appropriate.
- To assist staff with queries and photocopying.
- General clerical support including typing, photocopying, filing, etc.
- To engage in PR and communication activities to raise the profile of the school.
- To maintain and update the academy web site and media sites to promote the academy.
- To work as part of the Administrative Team

- Provide administrative support to the SLT as required
- Undertake reception duties if necessary (e.g. lunchtimes, absence cover and busy periods)
- Maintain confidentiality and comply with data protection legislation.
- Demonstrate behaviour that is professional, ethical and responsible.